



**Tillamook Urban Renewal Agency**  
**210 Laurel Avenue**  
**Tillamook, Oregon 97141**

**Phone: 503-842-2472**

**Fax: 503-842-3445**

**TURA Meeting**  
**Tuesday, July 21<sup>st</sup>, 2009**  
**5:30 P.M.**

**Board Members present:** Don Hurd, Sally Clay, Sean Lambert, Aaron Zimmerman, Suzanne Weber

**Board Members absent:** Carolyn Decker - excused

**Staff Present:** Mark Gervasi: City Manager, Admin. Assistant: Debbi Reeves

**Guests/Public:** Bob McPheeters, Tony Faulkner, Chris Kell, Doug Henson, Alene Allen, Steve Forster, Leisha Riggert, Marshall Doak, Justin Aufdermauer, Kevin Cummings, Elaine Faulkner, Michael Woodward, Cari Clifton

**Chairman Don Hurd** called the meeting to order at 5:33 P.M. Roll call was taken by **Reeves**.

**Hurd** asked if there was a motion to approve the minutes from the July 7<sup>th</sup>, 2009 meeting. **Weber** made a motion to approve the minutes which was seconded by **Clay**. The motion passed unanimously.

**Hurd** noted there were no bills at this time.

**Hurd** opened the meeting for an update from Doug Henson of the Public Market Committee or the building owner John Janac. Henson presented a vendor update to the board and noted there will be more to add. At this time the PM is working within their budget. They will continue to publicize the project with posters and radio ads. The crew is working hard at the location and each PMC member is contributing to the project. **Hurd** questioned the level of commitment from the vendors and Chris Kell explained the Vendor document that had been given to the board. **Lambert** stated the TURA had requested a vendor list and it has now been provided. **Clay** wondered about what restaurant limitations might be and Kell answered those questions. Tony Faulkner mentioned his wife cooks at the Farmers Market and explained the restrictions and qualifications for her. Henson mentioned 4 or 5 stations in the PM have been set aside for restaurants and they have higher criteria than other vendors. They will work with the Health Department and the contractors for these vendors. **Hurd** asked if there were any other questions or comments.

**Hurd** asked the board for comments regarding the application form presented by **Zimmerman** and the board thought the template was good. **Hurd** spoke with Janac and would like a business plan from him and that the TURA would like to deal with him as the property owner therefore taking the proposal from the PMC off the table. Janac would be

responsible for his property and the money would be his. **Zimmerman** thought Janac might not like the tight conditions. He had looked at statues but would like **Gervasi** to get clarification on the statutes regarding grants, loan and forgivable loans. There was a discussion about non-profit businesses and prevailing wage laws. There was also a discussion regarding projects and wage criteria. **Clay** asked if the application presented was complete and **Hurd** noted that benchmarks had been discussed and would be included as an attachment to the application form. It was agreed that some kind of agreement or contract would have to be completed between the property owner and the TURA. The TURA plan allows for grants and loans and/or a combination of both. **Hurd** asked for a consensus from the board on what kind of funding the TURA would be making on this project. **Clay** felt they needed more information. **Lambert** said it was a good time for all board members to bring up their concerns. The application form addressed the project of an applicant which was **Lambert's** concern. **Hurd** would like more information on prevailing wages laws but **Zimmerman** thought that was more of a concern for the property owner or the contractor. **Gervasi** will get more information on prevailing wage laws. **Weber** thought the application was simple and basic. **Zimmerman** said he had modeled the TURA application from the Lincoln City URA and Kurt Olsen, the Executive Director had given his approval for that at the July 7<sup>th</sup> meeting. **Weber** would like to move forward on some project and the PM project stands out. There was a discussion about Janac's building and the progress. There was discussion about the LCURA and their process of not doing grants and that in paying for streets, sidewalks and landscapes they in fact did give money to property owners just in a different form. Janac has an application form to complete and said he does not see a problem at this time. **Zimmerman** added there was a 5 page explanation attached to the LCURA application. There was a discussion about minimum amounts and maximum amounts of funding. **Clay** would like to set the parameters and the guidelines. **Hurd** and **Gervasi** agreed the IOOF Building is a key foothold in downtown Tillamook. The consensus of the board was to move ahead to the next step and all were committed to supporting the project and the application. **Clay** would like to have the full application packet to look at. There was a discussion about the 5 page attachment to the application and also discussion and comments about clarification of the application, prevailing wages, minimum and maximum funding amounts on projects. **Gervasi** will get the prevailing wage laws to Janac as the TURA should not be involved in wages though it could have an impact on the amount of funding needed for a project. **Zimmerman** would like to see the TURA make a decision on what kind of funding will be offered at this time. **Hurd** would like to see a decision made on how much and what type of offer will be made to Janac and mentioned there will need to be an agreement or contract draw up by an attorney. **Clay** asked about how the funds would be disbursed and there was a discussion about costs, disbursements as well as matching fund grants or loans. **Weber** had questions about maximum funding per project and per property. **Zimmerman** recapped the benchmarks and guidelines from prior meetings. **Lambert** stated the TURA has most of the components in place needed to move forward and proceeded to make a motion to offer Janac a \$75,000 forgivable loan after the application and contract requirements were met. **Clay** seconded the motion. The vote was taken and passed unanimously to offer Janac a \$75,000 forgivable loan. Henson would still like to see the PM open by 10/1/09. Janac needs to order doors and windows as soon as possible to meet this time frame. The board decided there would need to be a special meeting to finalize the details. Janac will need to supply the board with updated sub-costs. **Hurd** mentioned Janac is fast becoming an asset to the community and thanked him for all of the time he has put into this project.

The new TURA Volunteer application was accepted as presented by a consensus of the board. **Reeves** placed a Public Notice in the Headlight Herald to publicize the vacancy on the board.

**Zimmerman** spoke with Jane Scott Productions about televising the meetings. Her cost is \$250 per meeting which would be \$500 for the two meetings the TURA will be doing starting in August. **Gervasi** mentioned it was a great way to get noticed. **Hurd** thought the TURA should try it for one meeting a month and see how it worked. **Lambert** thought it might be best to wait until the application process is finalized. The board decided to table this issue at this time.

**Clay** would like to have the TURA fair in October if possible. There was a discussion about dates, times and places. **Zimmerman** mentioned that public opinion is very important.

**Hurd** read Resolution 2009-03 which will amend the meeting dates to the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month. **Weber** motioned to adopt 2009-03 and **Zimmerman** seconded. Ayes were received by all members present and passed.

**Hurd** read Resolution 2009-04 which changes all board position terms to 4 year terms and added position numbers to each board position. This Resolution amends Section 2, Article II of Resolution 2006-01 which adopted the Bylaws. **Weber** made a motion to accept Resolution 2009-04. **Hurd** seconded the motion. Ayes were received by all board members present. At Large Positions are as follows:

**Position #1, 2008-2012 - Don Hurd**

**Position #2, 2006-2010 - Sally Clay**

**Position #3, 2006-2010 - Sean Lambert**

**Position #4, 2008-2012 - Aaron Zimmerman**

**Position #5, 2006-2010 - Vacant**

City Council Positions for clarification will be:

**City Council Position #1 - Suzanne Weber**

**City Council Position #2 - Carolyn Decker**

**Hurd** announced the board would be going into Executive Session per ORS 192.660 (2) (e) Real Property and read the Executive Session script. **Hurd** adjourned the meeting into Executive Session at 6:50 PM with no press or public attending the session.

The Executive Session was adjourned at 7:05 pm and the regular meeting reconvened.

**Hurd** asked **Clay** to have the 2 properties discussed in Executive Session appraised by Pacific Coast Appraisals.

**Gervasi** announced there is an Urban Renewal class at the OPI Conference on September 16<sup>th</sup>, 2009 that members of the TURA would probably be interested in attending. The cost is \$85 for ½ day and board members were asked to email or call **Reeves** if they were interested in attending and she would get them registered.

**Hurd** read the tax statement from the county. **Clay** presented the June 30, 2009 financial

information from Baertlein and Phegley, CPA. A motion to accept the year end financial as presented was made by **Hurd** and seconded by **Weber**. The motion carried unanimously.

The next meeting date is August 13<sup>th</sup>, 2009 at 5:30 pm at City Hall. **Hurd** adjourned the meeting at 7:10 p.m.

Prepared by:  
Debbi Reeves  
Administrative Assistant

Reviewed by:

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Don Hurd – Chairman

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**Agency Board Members:**

Don Hurd, Chair; Sally Clay, Vice-Chair;

Members At Large: Carolyn Decker; Suzanne Weber, Sean Lambert, Aaron Zimmerman

City Administrator: Mark Gervasi, Staff: Debbi Reeves